



## DOWN PAYMENT ASSISTANCE SUBMISSION CHECKLIST

Email submissions, including checklist and documentation to  
[DPArequests@prmg.net](mailto:DPArequests@prmg.net)

### Submission Request:

Borrower: \_\_\_\_\_ PRMG Loan Number: \_\_\_\_\_

Broker/Correspondent: \_\_\_\_\_

Requester Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

---

**\*\*Please complete the items listed below for this DPA Request.**

**All items must be provided in order for the DPA Approval team to review this program.  
If this DPA Request package is incomplete it may delay the review process. \*\***

---

Program Name: \_\_\_\_\_

Program City and State: \_\_\_\_\_

Agency Contact: \_\_\_\_\_  
(Name & phone number)

Program Description/Guidelines (borrower and property eligibility requirements - please include website)

Income limits included

EIN from DPA - must be verified it is from DPA (i.e., on letterhead, print out from website, etc.)

Promissory Notes/Deeds of Trust/Mortgage: *(All documents that would require a lien on the property and/or the borrower's signature. Legal documents must include a subordinate clause naming first mortgage as superior)*

Any other legal documents to be completed by the borrower

Indicate financing options requested for use in conjunction with this program:

FHA       VA       Conventional

Evidence it complies with the following:

Meets all published requirements of FHA/VA/Fannie Mae/Freddie Mac (as appropriate for request)

First trust deed loan may not be subject to any terms or conditions of a bond program

Program does not restrict the transfer of servicing rights of the first mortgage

Program may not require prior notification or approval from the sponsoring authority in the event of the transfer of the first mortgage's servicing rights